



UNITED STATES MARINE CORPS
CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE
II MARINE EXPEDITIONARY FORCE
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INDIAN HEAD, MD 20640

1700
SACO

JUN 29 2009

POLICY LETTER 3-09

From: Commanding Officer, Chemical Biological Incident Response Force
To: All Hands

Subj: SUBSTANCE ABUSE POLICY

Ref: (a) MCO P1700.24B w/ch 1
(b) OPNAVINST 5350.4C w/ch 4

Encl: (1) Acknowledgement Form

1. Purpose. To provide comprehensive alcohol and other drug abuse prevention and control policy and procedures for all CBIRF personnel. To assign responsibilities for a unified command Substance Abuse Policy and reporting in compliance with the references.

2. Cancellation. This letter will remain in effect until revision or when directed by the appropriate authority.

3. Information. The Executive Officer will ensure that all alcohol abuse incidents and courtesy turnovers are reported to the appropriate chain-of-command and the Substance Abuse Control Officer (SACO). Alcohol problems are effectively addressed in most cases through leadership, discipline, education, counseling, and treatment. All Marines and Sailors of CBIRF are ultimately responsible for their own actions and will be held accountable. The command will emphasize responsibility and moderation at all events and shall deglamorize alcohol use during traditional ceremonies by forbidding those practices which may encourage personnel to drink irresponsibly. It is also the responsibility of all officers, SNCOs, and NCOs to ensure incidents of substance abuse are reported, documented, and referred to the SACO. Types of referrals are:

a. Command-referral and self-referral. Provide a means of early intervention in the progression of alcohol abuse by which members can obtain help before a problem becomes more advanced and more difficult to resolve without risk of disciplinary action. To qualify as a command-referral or self-referral, there can be no credible evidence of the member's involvement in an alcohol-related incident. Self-referral is personally initiated by the member who desires counseling or treatment for alcohol problems. Command-referral is initiated by the member's chain-of-command and may be based on any credible factor such as hearsay, personal observation, or noticeable change in job performance. Reference (a) provides additional information on command-referral/self-referral reporting criteria and qualified representatives.

b. Referral for Screening (Post-incident). An offense, punishable under the Uniform Code of Military Justice (UCMJ) or civilian laws, committed by a member, to which, in the judgment of the member's CO, the offender's

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consumption of alcohol was a contributing factor. Reference (a) provides examples of post-incident referrals.

c. Urinalysis Program. In order to remain in compliance with reference (a), a minimum of ten percent of the on deck strength of the battalion will be randomly selected every month for urinalysis testing. A unit sweep will be conducted at least once annually. All personnel checking into CBIRF with PCS/PCA orders, returning from TAD, PTAD, and any type of leave lasting more than three days or including a weekend will be tested. This will be conducted within 24 hours or as close as possible, but not more than 72 hours after.

4. Scope. All Marines and Sailors of CBIRF, regardless of pay grade, shall conduct themselves in a manner that reflects good citizenship and true professionalism. As ambassadors of the Marine Corps, we have the responsibility in the management of ourselves and all others within CBIRF to neither condone nor ignore behavior that brings discredit upon our Corps. Whether home aboard Indian Head or visiting a foreign nation, we shall obey the governing laws of the United States and the host nation in which we are visiting. Although alcohol is a legal substance, alcohol abuse is unacceptable and will never serve as an excuse for irresponsible behavior. As the Commanding Officer, I have the responsibility to ensure every person in the command works in an environment that is safe and promotes productivity. Our government has invested considerable resources to train us and expects us to be ready to carry out any tasking as determined by national policy. Substance abuse of any type limits our ability to perform and will not be tolerated. The chain-of-command is expected to act promptly to identify and resolve all situations that involve substance abuse. Available training programs aimed at educating our Marines and Sailors are: AWARE, PREVENT, ADAMS, and BEARINGS. The chain-of-command shall use available resources to eliminate substance abuse. Failure to do so unnecessarily exposes us to potential loss of life, damage to valuable equipment, degraded readiness, and the inability to complete our mission. The following provisions are to clarify command requirements in regards to CBIRF's substance abuse policy.

a. Non-alcoholic alternative drinks shall be available at all unit sponsored events.

b. CBIRF and the Marine Corps' policy on alcohol per reference (a), is responsible use, at an appropriate place and time, and in an appropriate quantity.

c. CBIRF personnel shall adhere to the Marine Corps "ZERO Tolerance" policy on drug abuse. Drug abuse involves the wrongful use, possession, manufacture, or distribution of a controlled substance. Members who choose to abuse drugs will be subject to criminal charges under the UCMJ and will be processed for administrative separation from the Corps.

d. Members under 21 years of age are reminded that the use of alcohol is strictly prohibited and any violation may subject member to administrative/disciplinary action via the UCMJ and governing civilian laws. Providing alcohol to anyone under 21 years of age is illegal and chargeable under the UCMJ.

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e. Alcohol related incidents and drug positives shall be documented in fitness reports per references (a) and (b). Drug positives shall be documented in the member's permanent service record per reference (a).

f. Members convicted of Driving Under the Influence (DUI)/Driving While Intoxicated (DWI) or have committed any alcohol/drug abuse offense are subject to disciplinary action via the UCMJ and governing civilian laws.

g. Members charged with DUI/DWI or any other substance abuse related offense will take leave when appearing in civilian court and/or while attending civilian court mandated training as a result of a conviction.

h. The Arrive Alive Program, as published in separate correspondence, has been established to prevent individuals from driving and making poor decisions after they have consumed alcohol. The program was not designed to provide rides to personnel who routinely abuse alcohol. The chain-of-command shall refer those individuals who abuse the program to the Command SACO.

i. All personnel assigned to CBIRF shall sign a Substance Abuse Policy acknowledgement form upon checking in to the Battalion. This form will be maintained by the Battalion SACO.

5. Certification. As the Commander of CBIRF, my goal is to ensure our Marines and Sailors use alcohol responsibly and do not abuse drugs or use illegal drugs. Drug and alcohol abuse is a severe detriment to combat readiness in terms of performance, reliability, judgment, and time lost. It undermines health, safety, discipline, and loyalty and is incompatible with the maintenance of high standards of performance, military discipline, and readiness. Therefore, proactive involvement and education at all levels of command leadership is imperative in enabling us to achieve this goal.



J. M. POLLOCK

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CBIRF
MEMORANDUM OF UNDERSTANDING AND CONCURRENCE

I, _____, on _____ have fully read and understand The Commander's intent and direction given in Substance Abuse Policy Letter XX-09.

As a member of CBIRF, I will not:

- a. Consume alcohol if under the age of 21.
- b. Provide alcohol to anyone under the age of 21.
- c. Act in an irresponsible manner while under the influence of alcohol.
- d. Use or abuse any illegal drug or other controlled substance.
- e. I will seek help immediately if I find myself abusing alcohol or any other controlled substance.

In addition, as a member of CBIRF I will report any and all violations of Battalion Policy Letter 03-09.

I. M. MARINE

Enclosure (1)